

NEW CIVIL SERVICE AND ELIGIBLE FAMILY MEMBER OPPORTUNITIES AS LIMITED NON-CAREER APPOINTMENT CONSULAR ADJUDICATORS

Summary: In order to meet the projected growth in worldwide visa demand, the Department will supplement the current Limited Non-Career Appointments (LNA) Consular Adjudicator hiring program with two new hiring programs for Department Civil Service (CS) employees and qualified Appointment Eligible Family Members (AEFMs) to fill worldwide consular positions. This cable outlines the structure of the two pilot programs, which each initially include a limited number of positions. For both programs, candidates must successfully pass the current Board of Examiners (BEX) assessment process used to qualify for a Consular Adjudicator position. Additional information on these pilot programs will be provided via ALDACs, Webinars, Fact Sheets, DGHR briefings to Regional and Bureau Executive Directors, FLO newsletters, and intranet/internet announcements. The programs outlined in this ALDAC are complementary to the LNA hiring programs.

CIVIL SERVICE LNA CONSULAR ADJUDICATOR PILOT PROGRAM

The Office of Career Development and Assignments' Mid-Level Division (HR/CDA/ML) will coordinate the pilot CS Consular Adjudicator Program. This program will provide Civil Service developmental opportunities for employees at the GS-7 through GS-11 levels from both the passport agencies and other offices in State to fill entry-level Consular Adjudicator positions at selected posts. After passing the BEX assessment process, CS applicants will be placed on a rank-ordered hiring register. CS Consular Adjudicator assignments will be directed by HR/CDA/ML's Overseas CS Assignments Unit. If selected for a position, the employee will hold a Foreign Service Limited Non-Career Appointment for the duration of his or her assignment and be enrolled in any necessary training, to include up to six months of language, if going to a language-designated position. HR/CDA/ML's Overseas CS Assignments Unit will be responsible for processing and paneling CS employees selected from the register once a position is identified overseas by HR/CDA's Entry Level Division. A CS employee offered a position and selected from the register must secure re-employment rights from his/her releasing bureau and must sign a mobility agreement as a condition of their LNA appointment. CS LNA employees will be evaluated annually using the U.S. Foreign Service Employee Evaluation Report (DS-1829) but are not eligible for promotion while on the LNA appointment.

AEFM CONSULAR ADJUDICATOR PILOT PROGRAM

The Bureau of Consular Affairs (CA) will coordinate a pilot program to provide opportunities for AEFMs who are at least 21 years of age to fill entry-level Consular Adjudicator positions at selected posts. Family members will be hired on a Family Member Appointment (FMA). AEFMs who wish to be Consular Adjudicators must have a Bachelor-level college degree to be eligible for the BEX assessment process. After passing the BEX written and oral assessments and obtaining a Top Secret security clearance, the successful AEFM will be placed on a hiring register managed by CA/EX. AEFM Consular Adjudicator certification does not expire; there is no time limit for AEFMs to remain on the list of qualified candidates. AEFMs do not need to know the direct hire spouses' onward assignments in order to apply for the AEFM Consular Adjudicator program. CA/EX will work closely with HR/CDA/EL to coordinate and select AEFMs as Consular Adjudicators based on the direct hire spouses' assignments. AEFM Consular

Adjudicators will only be eligible to serve at a post where the spouse is assigned, including safe haven posts for spouses serving in Priority Staffing Posts (PSP). Under this program, CA will fund language and consular training for AEFM Consular Adjudicators, if required. AEFM Consular Adjudicators who have not served in an adjudicator position for five years must re-take the six-week PC 530 Basic Consular Course. Security and medical clearances must also be renewed if they lapse. CA/EX and HR/FLO will advertise the new program requirements and policies. The Vacancy Announcement and Department Notice detailing the application procedure are forthcoming. **All questions regarding eligibility, application procedures, or other questions should be sent to AEFM-CA-Questions@state.gov.**

Current Professional Adjudicator Specialist (PAS) employees will remain employed for the duration of their tours. CA will waive the requirement to hold a college degree for PAS employees who wish to qualify for the AEFM Consular Adjudicator program based on at least one year of successful on-the-job experience as a PAS. Current PAS employees will need to pass the BEX written and oral exams in order to qualify for the AEFM Consular Adjudicator program. New applications for PAS employment and new PAS employee assignments overseas will be suspended December 31, 2014.

AEFMs will be hired at a starting rank of FS-06 or FS-05. (AEFMs may be appointed at the FP-04 level if they have served at least one year previously at the FP-04 level or served at least 18 months previously at the FP-05 level in the PAS program.) AEFM Consular Adjudicators will be eligible for administrative promotions up to FP-04 based on time-in-pay status. AEFMs will be evaluated annually using the U.S. Foreign Service Employee Evaluation Report (DS-1829) and will be subject to termination in accordance with procedures outlined in [3 FAM 8215](#).

BENEFITS

AEFM CA LNAs and CS LNAs serve abroad as U.S. direct-hire employees and are generally provided access to the same post resources and services under Department policies as other FS Employees. This would include, for example, services provided by CLO, GSO, IM, travel units, and MED. In addition, they receive the following benefits, among others:

- Annual and Sick Leave
- Thrift Savings Plan
- Eligibility for FEHB and FEGLI
- Danger Pay (if applicable)
- Language Incentive Pay, if appropriate

Additionally, AEFM CAs may receive the following:

- Non-competitive eligibility based on [Executive Order 12721](#) for time served overseas in the adjudicator positions, to the extent permitted under 5 C.F.R. § 315.608.